

STATE ASSESSORS BOARD COURSE 2

Course 2 is a 2-week course for persons wanting to become knowledgeable in the assessment field and wish to pass the level 2 state certification examination. The exam will be offered on the last day of the course.

There is no fee for parking at the Operations Center. An engineer's scale, a protractor, and a **SILENT**, battery-operated calculator are needed for the course. The General Property Tax Act is required text for this course and can be acquired at the following web site: <http://www.legislature.mi.gov/mileg.asp?page=getObject&objName=mcl-Act-206-of-1893>.

COURSE OUTLINE

WEEK 1

Real Property Descriptions
Cost Approach
Personal Property
Special Assessments
Commercial Property
Industrial Property
Taxable Value
Required Reports
Board of Review
Equalization
Farm Property
Forest/Timberlands

WEEK 2

Local Government Finance/Property Taxation
Property Tax Law/Tax Calendar
Valuation Concepts
Assessment Administration/Public Relations
SAB/MTT/STC/SBA
Vacant Land Valuation
Mass Appraisal/Computer
Sales Comparison Approach
Income Approach

DATES/TIMES

May 15-19, 2006
(8:00 a.m. – 4:00 p.m.)
June 5-9, 2006
(8:00 a.m. – 4:00 p.m.)

LOCATION

Operations Center
1st Floor, Rooms A, B, & C
7285 Parsons Drive
Dimondale, MI

FEES

\$400 Course Fee
*\$50 Exam Fee
*\$180 Assessor's Training Manual
Volumes 1-4

PLEASE REGISTER 2-3 WEEKS IN ADVANCE

Course 1 will be offered in November/December

Index Number 04206

STATE ASSESSORS BOARD COURSE 2 REGISTRATION

NAME: _____

ADDRESS: _____

CITY/ZIP (REQUIRED): _____

TELEPHONE (8:00 a.m. – 5:00 p.m.): (_____) _____

PLEASE CHECK ALL THAT APPLY:

____ I ALREADY HAVE UPDATED TRAINING MANUALS IN MY POSSESSION

____ I HAVE RECENTLY ORDERED UPDATED TRAINING MANUALS

____ *PLEASE BRING A SET OF TRAINING MANUAL UPDATES THE 1ST DAY OF CLASS FOR ME TO PURCHASE

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(WILL ONLY BE DONE IF YOU REGISTER LESS THAN 3 WEEKS BEFORE CLASS BEGINS...THESE ARE 1,700+ PAGES AND A LOT FOR THE INSTRUCTOR TO TAKE IF NOT NEEDED)

Enclose fee of \$400, check or money order payable to **STATE OF MICHIGAN**. Return fee with registration to:
Michigan Department of Treasury, State Assessors Board, Lansing, MI 48922. Please note that no receipts will be given. Your cancelled check is your receipt. If you have any questions please call (517) 373-8320.

*** Separate form required – contact State Assessors Board for form.**